

EV RELEASE Mailing Evidence

A. SCOPE

The Washoe County Forensic Science Division receives evidence from across Northern Nevada. Agencies outside of the local area typically mail their evidence to the Division. The Evidence Technicians may return the evidence back via U.S. Postal Service Certified Mail for these agencies.

B. PROCEDURES

- B.1 After completing the appropriate evidence dispositions, package the evidence in a new envelope, box, or wrap the box in paper.
- B.2 Address the package placing the Washoe County Evidence address label in the top left corner and write the agency address or place the address label on the middle right side of the package.
- B.3 Use the preprinted address labels or the address on the Examination Request Form.
Note: If the address isn't on the Examination Request Form or in the preprinted labels look up the address in the Outlook Forensic Phone List.
- B.4 Write "Attn: Evidence" as part of who it is addressed to.
- B.5 Use U.S. Postal Certified Mail forms, the green Certified Mail card (form 3811) and the white / green Certified Mail Receipt (form 3800).
- B.6 Place the preprinted address label or handwrite the address in box #1 of the green certified mail card.
- B.7 Peel the article number strip off of the Certified Mail Receipt and attach it to Box #2 of the green Certified Mail card.
- B.8 In the Service Type box #3 of the green certified mail card check the boxes for "Certified Mail" and "Return Receipt for Merchandise".
- B.9 Write all laboratory numbers or agency case numbers on the return address side of the green card.
- B.10 Attach the Certified mail forms to the package (follow the directions on the forms for proper placement).
- B.11 Tape the Certified Mail receipt on to the evidence Release Receipt.
- B.12 Sign the Release Receipt and write "Certified Mail" for received by.
- B.13 Place the Release Receipt in the Division filing bin.
- B.14 Log the package into the Certified Mail log binder.
- B.15 Complete the USP Certified Postal Service book by writing the certified article number and shipping address or use a preprinted address label.
- B.16 Take the package and USP Certified Postal Service book upstairs to the mail room by 9:30 am.

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B.17 All Certified Mail receipts will be returned to the Evidence section.

B.17.1 Match the green Certified Mail Receipts to the number in the certified mail log binder.

B.17.2 Write the date the certified receipt was signed for in the log.

B.17.3 Send the receipts to the front office for filling.

C. SPECIAL CONSIDERATIONS

C.1 Evidence items to be mailed will be moved to the "Hold For P/U" location in LIMS and placed on the hold for pick up shelf until the mailing date. On the date the evidence is mailed LIMS will be updated to "Returned to Agency".

C.1.1 "Hold for Pick Up" is a location designated in the LIMS system. This location may be used for items that are waiting in person pick up or the mailing process.

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